



དཔལ་ལྷན་འབྲུག་གཞུང་ མི་འབྲེལ་ལྷན་ཁག།

MINISTRY OF FOREIGN AFFAIRS  
ROYAL GOVERNMENT OF BHUTAN  
THIMPHU



MFA/HRS/CIRCULAR-ANNOUNCEMENT/28/1027

14<sup>th</sup> July 2015

### VACANCY RE-ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to re-announce the following vacancies for **In-Service Candidates**:

S I.	Position Title	P. Level	Slot(s)	Minimum Qualification
1	Sr. Admin. Assistant V	S2	1	Class XII with Diploma in Office Management/Computer Application
2	Admin. Assistant II	S4	2	Cl. XII with 3 Months IT Course/Cl. X with 2 years office management course.

Interested In-Service civil servants fulfilling the above criteria may submit the application to the Human Resource Section, Ministry of Foreign Affairs, Thimphu **on or before 28<sup>th</sup> July 2015** through proper channel along with the attested copies of the following documents:

1. RCSC Employment Application Form
2. Resume
3. PE Rating for last two years (First and Last Page)
4. Academic transcripts
5. Relevant training transcripts.
6. Citizenship Identity Card
7. No Objection Certificate from Parent Agency.

**Note:**

1. *No application shall be accepted via fax or through electronic mail.*
2. *Preferences shall be given to those applicants with relevant competencies and work experience.*

For further information, please contact Tashi Dendup (Sr. HRO)/Dawa Dema (Admin Asst.) MFA @ 328172/328183 during office hours.

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*For MFA Website*